

**DRAFT Minutes of October 8, 2012, BICS Board Work Session (Rescheduled from September 24, 2012)**

**General** - President Jessica Anderson called to order a Work Session of the Beaver Island Community School Board of Education at 6:30 p.m. on October 8, 2012, for the purpose of administrator/superintendent transition planning.

**Present** - Jessica Anderson; Dawn Marsh; Karen Johnson; Dana Hodgson; Brian Cole; Barb Schwartzfisher.

**Present via Speakerphone** - Nancy Tritsch.

**Others** - Kitty McNamara; Alice Belfy; and Mark Eckhardt.

**Administrator Transition Planning**

A draft of the Administrator/Superintendent Search Brochure was thoroughly reviewed for board input and correction. The Finance Committee will determine a salary range for the new Administrator/Superintendent at their November meeting, with a recommendation to the full board at the November Regular School Board Meeting.

Before the tentative timeline was established (see below), board members and Eckhardt reviewed their calendars to make sure that all board members would be available for all steps of the hiring process.

Mark Eckhardt reviewed the typical timeline for hiring a new administrator/superintendent, and the following tentative timetable was established so that the entire board could fully participate in the selection process:

November 30, 2012	Application must be received by 4:00 p.m.
December 5, 2012	Board Screening
Week of January 7, 2013	First Interviews
Week of January 14, 2013	Second Interviews
January 21, 2013	Selection of Successful Candidate

Other notes:

- (1) Screenings are conducted in closed session and candidate information is confidential up to this point; selection of which candidates to interview is stated in open session.
- (2) All interviews happen in open session with all board members present
- (3) Site visits can happen, and shows public due diligence -- rarely changes minds, just reaffirms.
- (4) The question of whether there were any in-house candidates interested was raised. All present felt the position would likely be filled out-of house.
- (5) The tentative timetable is truly a tentative timetable. Identifying it as such allows for changes if necessary.

Meeting adjourned at 7:41 p.m.

Respectfully submitted: \_\_\_\_\_

Alice Belfy, Recording Secretary